



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors

GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

7EV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

March 2, 1999

To: All Department Heads

From: David E. Janssen
Chief Administrative Officer

SOLE SOURCE CONTRACTS

On February 23, 1999, on motion of Supervisor Yaroslavsky, the Board of Supervisors instructed this office to develop a process to be used by County departments which would provide the Board an "early warning" of prospective large sole source services contracts. Based on the recommended process I had outlined in response to Board discussion on this matter at a previous Board meeting, I am implementing the following as an interim policy on a pilot basis. This office will monitor implementation of this policy and will provide the Board with an analysis, including further recommendations as appropriate, based on six months of experience with the pilot.

The following interim policy is effective immediately:

When a County department intends to negotiate a sole source services contract of \$250,000 or greater, the department must provide advance written notice to the Board of Supervisors, with a copy to the Chief Administrative Officer, indicating that they will proceed with negotiating the sole source contract within two weeks unless otherwise instructed by a Board office.

Once again, as articulated by the Board, the objective of this process is to avoid situations where large sole source services contracts come to the Board's attention late in the process when final approval is requested.

DEJ:LMJ
MKZ:bjs

c: Each Supervisor